

Dear Supplier,

Following the implementation and certification of an **Integrated Management System** based on the **ISO 9001, ISO 14001 and ISO 45001 standards** at IDESO, we are obliged to inform you, as an approved supplier, of the following matters:

We have a **Management Policy**, which can be viewed on our website.

In accordance with our **Quality Management System**, all suppliers are subject to a process of selection, monitoring and re-evaluation; therefore, any incident will be taken into consideration and dealt with as appropriate:

- ✓ The following factors are taken into account when approving a supplier: price, delivery times, quality, approvals or certifications, and environmental, health and safety criteria.
- ✓ An **annual reassessment** of approved suppliers is carried out, based on the supplier's performance throughout the year; incidents and non-conformities that have occurred during this period will be taken into account.

With regard to the requirements of our **Environmental Management System**, we ensure the responsible **use of natural resources and the prevention of environmental pollution**. We therefore ask all our suppliers to adhere to these principles and to comply with the relevant environmental legislation. We would also like to bring the following to your attention:

- ✓ When selecting our suppliers, we take **environmental criteria** into account; therefore, wherever possible, we require you to offer us the most environmentally friendly product or service available (e.g. chlorine-free or recycled paper, products with an eco-label or some form of environmental certification, etc.). We will request any documentation deemed necessary to verify these requirements.
- ✓ The applicable environmental **legal requirements** for each service or product supply must always be met; you may therefore be required to provide certain documents, certificates, etc. (to verify compliance with these regulations), which will generally be provided prior to the commencement of your services. Failure to comply will result in your removal from the list of approved suppliers.

With regard to the requirements of our **Occupational Health and Safety Management System**:

- ✓ You must ensure compliance with the relevant **legal requirements**.
- ✓ You must provide us with your **risk assessment and preventive planning** in relation to the risks to which you will be exposed (if you are a contractor carrying out work on our client's premises) in connection with the service you provide to us. This will be done during the business **coordination meetings** we will hold throughout the provision of the service, at which the occupational health and safety aspects governing our collaboration will be specified.

- ✓ It undertakes to provide its employees with the necessary **training and information** on health and safety risks in relation to the services it provides to us.

Specifically, depending on the type of supplier, the requirements are set out below:

External Health and Safety Service

- Accreditation as an External Health and Safety Service by the Labour Authority.
- Compliance with the contracted services relating to preventive healthcare and health monitoring.

Waste Managers

- Registration as an authorised agent/carrier.
- Compliance with legal requirements and the terms of the contracted services in the authorised management of waste.
- Quality, environmental or health and safety certificates, if available.

Authorised Inspection Bodies (AIBs) / Calibration laboratories

- Accreditations available for the measurements/analyses to be carried out.
- Calibration certificates for the equipment to be used in the measurements/analyses to be carried out.
- Quality, Environmental or Health and Safety Certificate, if available.

Supplier of chemical products

- Safety data sheets for hazardous substances.
- Provide information on more environmentally friendly alternative substances.
- Quality, environmental or health and safety certificates, if available.

Consumables and supplies required for products to be supplied to the customer / Office equipment / Office consumables and supplies

- Give preference to more environmentally friendly alternatives.
- Provide information on the application of sustainability criteria (eco-labels, reduction of packaging, etc.)

PPE and other protective equipment for workers

- Certificates of Conformity and CE marking for the products supplied.

Vehicles / Machinery / Work equipment

- Vehicle technical documentation.
- Declaration of conformity, CE marking, user and maintenance manuals...

Vehicle and machinery maintenance services

- Registration as a Small Waste Producer and/or Waste Acceptance Certificate.
- Quality, environmental or health and safety certificates, if available.

Monitoring product/service quality

We would also like to inform you that, in accordance with the criteria of our Management System, we carry out regular checks on the product/service you supply to us, based on any non-conformities we may identify, which could affect your status as an approved supplier.

If you are a **contractor carrying out work on our client's premises**, please be aware that you will be subject to the same quality controls regarding the work and compliance with environmental, health and safety regulations that we apply to our own staff and that we guarantee to our client as a company.

Specifically, we would like to inform you of the following:

- ✓ It must meet the criteria set out in the signed **contract**.
- ✓ It must comply with the relevant **legal requirements** regarding the environment and health and safety at work.
- ✓ You must **use resources sparingly** whilst on the client's premises (electricity, water, paper, other consumables, etc.)
- ✓ **Do not discharge any substances** onto the customer's premises (whether into the drains or onto the floor) that could cause any form of pollution. In the event of an accidental spill (e.g. whilst unloading products), consult the staff in charge regarding how to clean up the spill and what to do with the waste produced.
- ✓ With regard to **waste**, it will comply with the following regulations:
 - You must, as far as possible, **sort the waste generated** during your work correctly. This includes packaging, paper/cardboard, glass, organic waste and other waste (general waste). You must use the recycling bins provided by the client.
 - If any hazardous **waste** is generated, it must be collected using suitable absorbent material and placed in the designated containers provided by the client, which **are specifically designed** for each type of hazardous waste.
- ✓ If you are using **vehicles or machinery**, please note that they must have passed their **MOT** test within the required timeframe, in accordance with the regulations. Furthermore, to prevent air pollution (noise and emissions), you must **drive responsibly**: observe speed limits, avoid switching the engine on and off unnecessarily, maintain a constant speed, etc.

We would like to thank you in advance for your cooperation and willingness to take the necessary steps to comply with this letter.

Yours faithfully,

The Management